

THE BUCKINGHAM SCHOOL A SPECIALIST SPORTS COLLEGE



SCHOOL BUSINESS MANAGER

Success for All through Achievement, Challenge & Enjoyment



Job Title:	School Business Manager
Grade:	Bucks Range 10
Work Location:	School Based
Salary Range:	£49,256 – 55,084
Contract:	Permanent / 1FTE
Reports to:	Headteacher

JOB DESCRIPTION

- To manage effective administrative and financial services to the school.
- To maintain a strategic financial plan that will indicate trends and requirements of the school development plan and will forecast future year budgets.
- To manage the administration of personnel functions in the school.
- To manage the purchase of supplies, equipment and services.
- To manage maintenance of administrative systems that deliver outcomes based on the school's aims and goals.
- To develop and communicate clearly the school's development/strategic plan.
- To be responsible for the overseeing of maintenance of the buildings, grounds and equipment.

FINANCIAL ADMINISTRATION AND MANAGEMENT

- To be responsible for budget modelling, drawing up base budgets, provisional budget and final budget, and providing financial information and advice to the Headteacher, Governing Body, Finance Committee and Responsible Officer.
- To monitor salaries and expenditures and advise the Headteacher, Finance Committee and Governing Body accordingly.
- To manage the maintenance of accounting records relating to the school budget on SIMs together with the appropriate financial controls.
- To manage the ordering, processing and payment of all goods and services.
- To ensure up-to-date records of all expenditure and income are kept, informing the Headteacher and budget-holders about under and over spending budgets.
- To develop and monitor a long-term financial strategy for the school in consultation with the Headteacher and Governing Body.
- To ensure additional hours and supply teachers' claim forms are calculated, correctly authorised and submitted and to monitor claim forms of other staff.
- To prepare financial returns for DfE, LA and other agencies within the statutory deadlines.
- To manage the school's rating assessment and VAT responsibilities advising the Governing Body in the financial and legislative implications
- To be responsible for the management of income generation, including school lettings and fundraising initiatives.
- To liaise with the person overseeing the lettings of the premises.
- To present timely and fully costed proposal, recommendations or bids.

MANAGEMENT INFORMATION SYSTEMS AND ICT

- Consider approaches for existing use and future plans for technology in school
- Consult with relevant people and other parties to introduce new technology or improve existing technology for different purposes
- Ensure that the school has a strategy for using technology aligned to the overall vision and plans for the school ensuring value for money
- Communicate the strategy and relevant policies, including Data Protection for use of technology across the school
- Ensure resources, support and training are provided to enable work colleagues to make the best use of available ICT
- Ensure contingency plans are in place in the case of technology failure
- Ensure data collection systems providing information to stakeholders are streamlined to maximise efficiency of the data supplied.

PERSONNEL ADMINISTRATION

- To participate in the selection process for staff
- To ensure that accurate personnel records, including sickness and other absences are maintained and information passed on to Personnel and Payroll Services as necessary
- In consultation with the Headteacher, produce job descriptions, person specifications and advertisements for vacant posts as required
- To carry out the administrative processes relating to recruitment and other staff changes, including the seeking of references, medical clearance and DBS checks as required
- To consult with Personnel in the provision of information and advice on conditions of service for all categories of staff employed at the school
- To ensure that all staff are paid on the correct scale and spine point in consultation with Governors and to provide an appropriate information on pay to staff, the Governing Body and the LA
- To be the first point of contact for all staff at the school on pay and contract related issues, liaising with Personnel and Payroll as necessary.

HEALTH AND SAFETY MANAGEMENT

- Ensure that the school's written Health and Safety Policy is clearly communicated and available to all people
- Ensure that Health and Safety Policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as the situation or legislation changes
- Ensure systems are in place for effective monitoring, measuring and reporting of Health and Safety issues to the SLT, Governors and, where appropriate, the Health and Safety Executive
- Ensure the maximum level of security is maintained at all times
- Ensure systems are in place to enable the identification of hazards and risk assessments.

FACILITIES AND PROPERTY MANAGEMENT

- Ensure the safe maintenance and operation of all school premises
- Ensure the continuing availability of utilities, site services and equipment
- Follow sound practices in estate management and ground maintenance
- Ensure contractors follow instructions and requests; monitor quality of work by contractors
- Ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided
- Ensure ancillary services, e.g., catering, cleaning are monitored and managed effectively
- Manage the letting of school premises to external organisations for the development of extended services and local community requirements.

LEADERSHIP AND STRATEGY

- Contribute to the development of the school's values and vision and communicate these clearly and enthusiastically to all staff and other stakeholders
- Ensure that all staff are briefed on allocated work, showing how it fits within the school's vision and objectives
- Monitor the progress and quality of work teams and individuals for whom the post holder has specific responsibility and provide prompt and constructive feedback
- Motivate, encourage and empower teams and individuals to work innovatively and creatively to achieve objectives
- Provide support to staff during times of setback and change
- Encourage staff to take the lead and take decisions when they have the knowledge and expertise to enable to do so
- Negotiate and influence strategic decision making within the school's SLT
- Understand the culture and climate of the school and where appropriate the wider educational environment
- Maintain a visible, professional and high profile within the school
- Safeguard the assets and reputation of the school and ensure truthfulness in all public communications.

MAIN RESPONSIBILITIES

- Finance
- Personnel
- Systems management
- Facilities and Property Management
- Health and Safety
- Member of SLT

This post will be renewed annually and it may be subject to modification or amendment after consultation with the post holder.

Signed: _____ **Date:** _____
(Business Manager)

Signed: _____ **Date:** _____
(Headteacher)

PERSON SPECIFICATION

QUALIFICATIONS:

	Essential	Desirable
Business Management qualification or willing to work towards and obtain qualification once appointed.	✓	

EXPERIENCE:

	Essential	Desirable
An understanding of the financial systems and procedures	✓	
Extensive knowledge of budget management and accounting techniques	✓	
Extensive knowledge of a range of computer applications including Financial Management Systems	✓	
Knowledge of facilities and premises management		✓
Knowledge of employment law	✓	
Knowledge of project management	✓	
Extensive experience of managing teams		✓

KNOWLEDGE/SKILLS:

	Essential	Desirable
Ability to work independently demonstrating initiative and pro-activity	✓	
Ability to contribute to school business planning	✓	
Ability to develop and maintain efficient record keeping systems	✓	
Ability to analyse and interpret complex information and make recommendations	✓	
Ability to problem solve	✓	
Ability to line manage other employees including responsibility for allocation of work, induction , appraisal, development etc.	✓	
Ability to negotiate 'best value' with suppliers	✓	
Ability to communicate with a range of audiences including colleagues, governors, officers of the County Council and suppliers	✓	
Ability to identify work priorities and manage own workload to meet deadlines whilst ensuring that lower priority work is kept up-to-date	✓	
Ability to show sensitivity and objectivity in dealing with confidential issues	✓	

APPLICATION LETTER

	Essential	Desirable
The letter [two sides max A4] should be clear and concise and accurately written with organised views	✓	
The letter should clearly detail how you would meet the criteria of this post and the potential impact you would strive to achieve	✓	
The application form should be fully completed, accurate and clearly legible	✓	

PERSONAL ATTRIBUTES:

	Essential	Desirable
Ability to demonstrate sound balanced judgement with decisiveness and flexibility	✓	
A highly effective communicator	✓	
Significant evidence of professional integrity and honesty	✓	
Ability to inspire people and build confidence and trust	✓	
Commitment to and belief in equal opportunities and equal values for all students	✓	
Ability to work in a team	✓	